



Republic of the Philippines  
**Department of Education**  
Region IV-A  
SCHOOLS DIVISION OF QUEZON PROVINCE

05 May 2021

**DIVISION MEMORANDUM**

DM No. 764, s. 2021

**REQUIREMENTS IN THE APPLICATION  
FOR ACQUISITION OF NEW SCHOOL SITE**

**To: OIC –Assistant Schools Division Superintendents  
Public Schools District Supervisors  
Public Elementary and Secondary School Heads  
School Property Custodians  
All Concerned**

1. Pursuant to DepEd Office Memorandum No. OM-OSEC-2018-007, this Office, through the School Governance and Operations Division, encourages public elementary and secondary schools to apply for new school sites to address congestion.
2. In line with this, the following requirements must be complied:
  - a) Form 1-A Congestion Data (Access thru: <https://sites.google.com/site/depedcentralph/sto>);
  - b) Justification on the need to acquire new school site;
  - c) Congestion date of neighboring schools;
  - d) Offer to sell (duly signed by the Owner/Attorney-in-Fact/Representative)
  - e) Special Power of Attorney for Attorney-in-Fact/Representative (individual property/ Board Resolution or Secretary's Certificate for the authorized representative (Company property));
  - f) Photocopy of Original Certificate of Title/ Transfer Certificate of Title;
  - g) Photocopy of Latest Tax Declaration;
  - h) Photocopy of Approved Survey Plan/ Sketch Plan/ Vicinity Map;
  - i) Site Visit Photo of Property;

DEPEDQUEZON-TM-SDS-04-009-003



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Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon  
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- j) Copy of the Request letter for issuance of LGU Appraisal (Assessor's Office);
  - k) Request for funds with breakdown which includes the Property Price, Capital Gains Tax and other expenditures to be signed by the Schools Division Superintendent;
  - l) Request for Special Power of Attorney for the Schools Division Superintendent to sign the Contract of Sale/ Deed of Sale;
  - m) Certification from LGU that it is not acquiring the property;
  - n) Geohazard Certification from Mines and Geosciences Bureau (Department of Environment and Natural Resources Region IV-A CALABARZON) with the following documents:
    - n.1. Request letter for the said certification addressed to the Mines and Geosciences Bureau Regional Director describing the proposed site/area
    - n.2. Location Map of the proposed site
    - n.3. Google map of the proposed site (Satellite view) showing the roads;
    - n.4. GPS (Global Positioning System) Coordinates (if available)
3. The sample forms and letters of the abovementioned documentary requirements may be downloaded from this link: <https://sites.google.com/site/depedcentralph/sto>.
4. Deadline of submission shall be on or before **May 21, 2021**. Only complete documents shall be processed and evaluated.
5. Immediate dissemination of this Memorandum is desired.

  
DEPED - QUEZON  
ICT UNIT  
**UPLOADED**  
Date/Time: 5/17/21 16:24:00  
By: WIL  
Ref. no. DM 204, s. 2021

  
**ELIAS A. ALICAYA Jr., EdD**  
Assistant Schools Division Superintendent  
Officer-in-Charge  
Office of the Schools Division Superintendent

sgodcda05/05/2021

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